

## Job description: Fundraising Events Coordinator

**Duration:** Fixed term until 30 November 2025. Full time; 37.5 hours per week

**Salary:** London, £27,007.05

**Location:** Flexible with London base

**Reporting to:** Fundraising Events Manager

**Department:** External Relations

**Key working relationships:** Events Manager, Head of Corporate Partnerships and Events, Corporate Partnerships Managers & Officer, Head of Innovation, Head of Philanthropy, Marketing and Communications team, CEO, Trustees, Ambassadors, young people, partners, supporters

### Purpose of the job

As the Fundraising Events Coordinator at UK Youth, you will support the Fundraising Events Manager in delivering our exciting calendar of special and challenge events, including our flagship Gala Dinner, Art for Youth, and the London Marathon. You will have the opportunity to work collaboratively with event committees, corporate partners, sponsors, and internal teams to manage logistics, handle event administration, and strengthen relationships with supporters and partners.

We're looking for a proactive team player who thrives in a fast-paced environment, brings strong organisational skills, and looks for ways to improve processes and support the wider fundraising team.

### Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes.

UK Youth plays a unique role in addressing: the lack of investment in the youth sector; the lack of cross sector understanding in how youth work makes a difference; and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people. To find more about us and how we make an impact, please visit [UK Youth website](#).

### Key responsibilities

- Provide coordination and administrative support to the Fundraising Events Manager across flagship special and challenge events.
- Assist with the coordination of event communications, materials, and marketing activities to engage attendees, supporters, and partners.
- Support relationship management by liaising with corporate partners, event committees, and participants to support delivery of high-quality stewardship and engagement.

## **Other area of responsibilities**

### **Events and Income Generation**

- Manage multiple event inboxes, responding promptly and professionally to all internal and external enquiries.
- Support the Events Manager and Head of Partnerships and Events by coordinating logistics such as booking venues, liaising with suppliers, arranging transportation, etc.
- Support stewardship of challenge events participants and assist the wider team with recruitment and onboarding activities.
- Maintain accurate financial records through updating budget trackers and the income logs.
- Ensure all event activity is meticulously tracked and reported in the CRM system.
- Support the corporate and event teams with identifying, recruiting and managing volunteers and volunteering opportunities.
- Work closely with the corporate team to support with account management, providing event materials, financial tracking and liaison with partners around key activities.

### **Event Communications**

- Support the Events Manager in the development and delivery of engaging communications for new and existing supporters, with a focus on powerful storytelling
- Assist in creating and implementing communication plans in collaboration with the Brand, Marketing and Communications team to promote events across social media and digital platforms.
- Coordinate accurate and timely event communications to key stakeholders, volunteers, and event attendees.
- Support the Events Manager in securing key audience attendance at UK Youth events, maximising opportunities to improve engagement and highlight the impact of our work and their connection to our cause.

### **Strategy and Performance**

- Work closely with the finance team to ensure all donations are accurately recorded and recognised
- Ensure the CRM is up to date and accurate at all times, adhering to GDPR compliance.
- Undertake any other duties and reasonable requests in line with the nature of this post

## **Coordinator behaviours and expectations**

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience.
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture.
- Able to effectively communicate with others, incorporate the perspectives of others and build good rapport with colleagues.
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas and make links to evidence to inform decisions.

## Person Specification: Fundraising Events Coordinator

### Experience (desirable)

- Experience of events and/or fundraising
- Experience providing administrative and co-ordination support in similar organisation
- Experience working in a busy and dynamic team

### Knowledge, skills and understanding

- Knowledge of the events and/or fundraising sector
- Knowledge and understanding of the needs of young people, the youth sector and UK Youth
- Excellent interpersonal skills including relationship building, influencing and negotiating with a wide range of people, using tact and diplomacy
- Excellent IT skills including use of Microsoft Office Outlook, SharePoint, Word, Excel and PowerPoint
- Strong organisational skills with the ability to manage your own workload, juggle multiple priorities, and work independently

### Personal qualities

- A 'can-do' and flexible approach with ability to adapt to changing priorities, including a willingness to travel and work occasional evenings and weekends when necessary
- Outcomes-focused and target-driven
- Ability to work independently and within a team
- Passionate about supporting young people
- Open to new ideas and creative thinker

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments. This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.

As part of the recruitment process UK Youth will be gathering and uses certain information about you. For further information regarding this please review our [Data Protection Privacy Notice](#) which explains what data of yours we process and how we use it.



